



SUBSTITUTE TEACHER APPLICATION FOR EMPLOYMENT

Independent School District Of West Burlington
607 Ramsey St.
West Burlington, IA 52655
Ph: 319/752-8747
Fax: 319/754-9382

Personal Information

Date of Application _____ Social Security Number _____

Name _____
Last First Middle

Other Name(s) Used _____

Current Address _____
Street City State Zip

Home Telephone (_____) _____ Work/Other Telephone (_____) _____

Educational History

List the Colleges You Attended: _____

License Achieved

Iowa Teacher License Certification Area(s) and Grade Levels:

Examples: Reading K-8
Math 5-12
General Elem K-6
P.E. K-12

Other: _____

Employment Desired

Areas/Grade Levels You Prefer to Substitute In: _____

Other Areas/Grade Levels Your Would Consider Substituting In: _____

Additional Information

If you are under 18, can you furnish a work permit?

Yes _____ No _____

Are you a U.S. Citizen:

Yes _____ No _____

(Proof of U.S. citizenship or immigration status will be required upon employment)

Have you ever been employed here before?

Yes _____ No _____

Are you eligible for employment in this country?

Yes _____ No _____

To avoid a conflict of interest, do you have any relative(s) who are employees or board member in the school district? If so, state relationship. _____

Will you require any accommodation in order to perform the essential functions of the position you seek?

Explain: _____

- | | | |
|--|----------|---------|
| 1. Have you been convicted of a criminal conduct in the past seven (7) years? | _____Yes | _____No |
| 2. Are any criminal charges or proceeding pending against you? | _____Yes | _____No |
| 3. Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child or any felony? | _____Yes | _____No |
| 4. Have you ever been convicted of a drug or alcohol related charge? | _____Yes | _____No |

If yes, please explain:

Employment Information Authorization And Release

I, the undersigned _____, (hereafter Prospective Employee) hereby authorize any former employer to provide information about my employment to the Independent School District of West Burlington, a prospective employer (hereinafter District), who may make such an informational request. Information to be appropriately released may include, without being limited to: positions held, performance evaluations, professional assessment of strengths, skills, abilities, attendance record, criminal record, and other information pertinent to the position which the applicant has applied.

Any information acquired by the District under this authorization shall be for their confidential use only, and shall not be communicated in any way to other employers, agencies, educational institutions or any other business or organization requesting such information for any purpose. Furthermore, the District receiving such information shall use the information acquired under this authorization solely to determine the applicant's fitness for the position available or to verify credentials claimed and/or other information supplied by the applicant.

The undersigned Prospective Employee, to the extent permitted by law, hereby releases the former employer from any and all liability resulting from the release of the aforesaid information to a prospective employer. This Release covers all injuries, damages, and claims whether known or not and which may hereafter appear or develop, arising from the providing of such information as authorized above. Specifically, the undersigned agrees to discharge the former employer from any and all claims resulting from or due to the release of information arising under: State Civil Rights Statutes: Title VII of the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1991; the Americans with Disabilities Act; breach of contract; interference with contractual relations; unintentional misrepresentation; any violation or cause of action including the undersigned's individual contract and employment or applicable collective bargaining agreement, whether currently in effect or previously in effect.

(Prospective Employee)

(Date)

It is the policy of the Independent School District of West Burlington not to discriminate in its employment practices on the basis of race, color, creed, national origin, age, gender, disability, religion, marital status, sexual orientation, and gender identity. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position for which the application has been made.

Required By All Applicants

ATTACH A COPY OF YOUR CURRENT TEACHING LICENSE/CERTIFICATE, MOST RECENT PHYSICAL W/TB RESULTS, AND A COPY OF YOUR MANDATORY REPORTER CERTIFICATE